Empl Class Description

EMPL CLASS VALUES AND DESCRIPTIONS
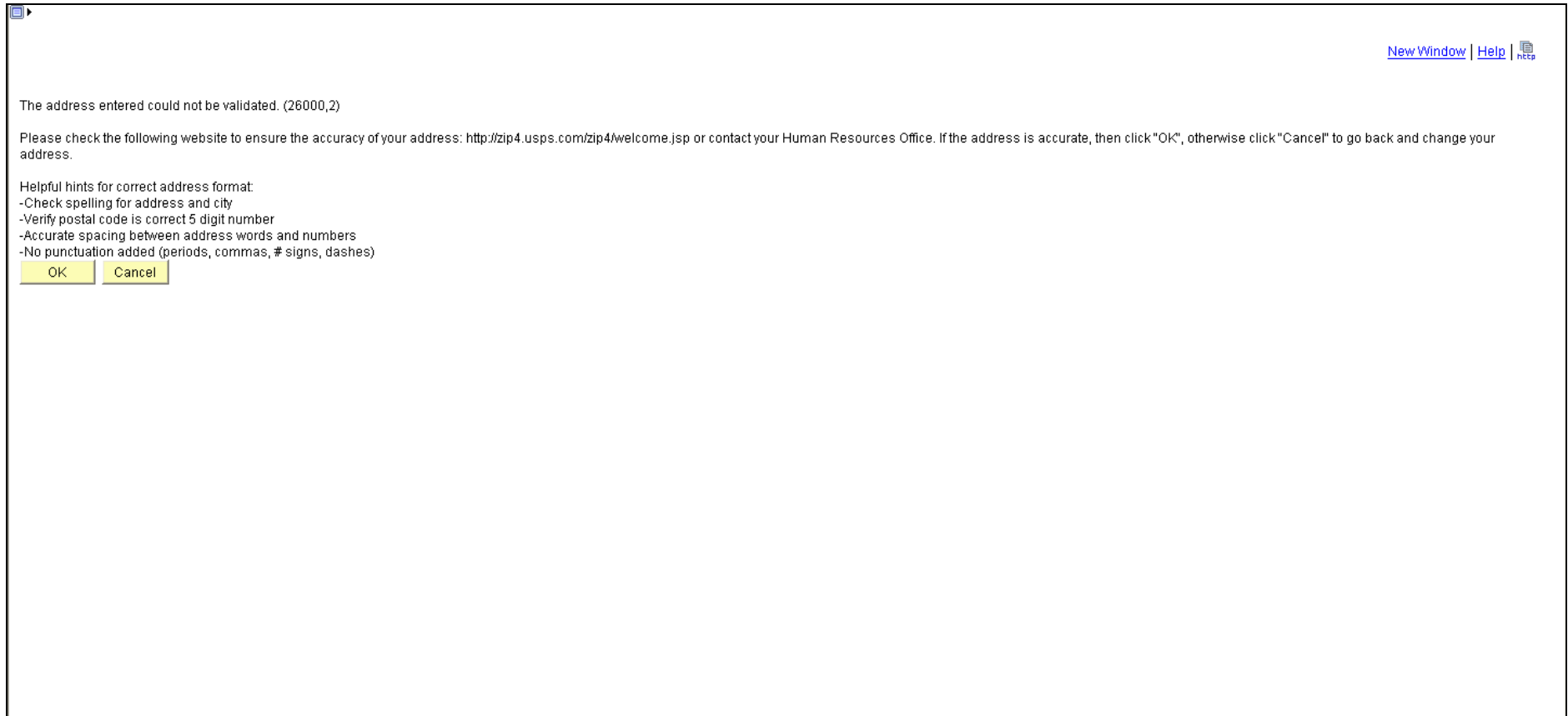
Empl Class Value	Description
GA1	GA1-Loc Govrnment Active Lvl 1
GA2	GA2-Loc Govrnment Active Lvl 2
GA3	GA3-Loc Govrnment Active Lvl 3
GCO	GCO-Government COBRA
GN1	GN1-Loc Government 1 Retired
GN2	GN2-Loc Government 2 Retired
GN3	GN3-Loc Government 3 Retired
GNC	GNC-Government NonCRIS
GRE	GRE-Government Retired
OLA	OLA-ST Off Line Open Agencies
OLC	OLC-ST Off Line Closed Agncs
SNC	SNC-State Retiree Non-TCRS
SRL	SRL-State Retired Legislators
STC	STC-State COBRA
STL	STL-Retired State Legislator
STR	STR-TCRS State Retiree
TBR	TBR-Tennessee Board of Regents
TEA	TEA-Loc Edu Active Teachers
TEC	TEC-Teacher COBRA
TEO	TEO-Loc Edu Active Support
TER	TER-Loc Edu Retired Teacher
TIA	TIA-Higher Education Retiree
TNC	TNC-Teacher Non CRIS
TRO	TRO-Loc Edu Retired Support
UTN	UTN-University of Tennessee

Eligibility Configuration Fields

	Eligibility Field	**Description**
1.	Eligibility Configuration Field 1	This field is updated with the Salary Range code for the Basic Life Insurance flat amounts.
2.	Eligibility Configuration Field 2	This field is used for Central State and UT/TBR populations to accommodate/apply split coverage for both emplids if employees are married and both working for either Central State or UT/TBR.
3.	Eligibility Configuration Field 3	This field is updated to identify the Retirees (Legislators and Non-Contributors to social security) who will remain in the Active Medical Insurance plan.
4	Eligibility Configuration Field 4	This field is updated to identify the retired population who are enrolled in the MedSupp plan by virtue of age or disability.
5.	Eligibility Configuration Field 5	This field is updated to identify the 25-Hour Education Support Staff who are eligible for insurance. This field will also be used to identify the 1450 hour certified Payroll employees who are eligible for insurance.
6.	Eligibility Configuration Field 6	This field is used to identify the participants enrolled in Perma Plan Life Insurance.
7.	Eligibility Configuration Field 7	Not Defined
8.	Eligibility Configuration Field 8	Not Defined
9.	Eligibility Configuration Field 9	Not Defined

ACTION	ACTION_REASON	EFFDT	EFF_STATUS	DESCR	DESCRSHORT	COMMENTS	BAS Action	COBRA Action	Benefit Status
				Job Data Action/Reason Codes Benefits Specific					
HIR	XHE	1/1/1901	A	X-Benefits/Higher Educ Empl	BenHirHED	This action/reason will be used for the initial hire each time a Higher Education employee is hired using the Interface file.	HIR		Active
RFL	REB	1/1/1901	A	X-Benefits Emp Return-End BEN B	EndBenBill	This action reason will be used when a non-payroll employee has been placed on a leave of absence and is being returned from that leave, ending the need for Benefits Billing.	MSC		Active
RET	XRT	1/1/1901	A	X-Benefits Employee Retirement	BenRetired	This action/reason will be used each time a benefits employee retires.	HIR		Active
REH	NPR	1/1/1901	A	X-Benefits Employee Retire	BenRetiree	This action/reason will be used each time a retired employee is rehired to provide retirement benefits.	HIR		Active
TER	XRS	1/1/1901	A	X-Benefits Employee Resignation	BenResign	This action/reason will be used each time a benefits employee voluntarily resigns.	TER	TER	Terminated
TER	XMC	1/1/1901	A	X-Benefits Gross Misconduct	BenMscndct	This action/reason will be used each time a benefits employee is terminated for gross misconduct.	TER		Terminated
REH	RNP	1/1/1901	A	X-Benefits Employee Rehire	RehBenEmp	This action reason will be used each time a previous employee is rehired into a Non-Payroll Department.	HIR		Active
HIR	NPE	1/1/1901	A	X-Benefits Employee Hire	BenEmpHire	This action/reason will be used each time a non-payroll employee is hired by a Local Education, Local Government or Higher Education agency	HIR		Active
XFR	XNP	1/1/1901	A	X-Benefits Emp Transfer	BenEmpXfer	This action reason will be used to tranfser a benefits employee from one Business Unit or Department to another. This is a manual transaction and should not be sent using the Job Data Interface.	MSC		Active
DTA	NPD	1/1/1901	A	X-Benefits Emp Data Change	BenEmpData	This action/reason will be used when a non-payroll employee is changed from a full-time to a part-time position or when a non-payroll employees is changed from a part-time to full-time position.	TER	RED	Terminated
TER	XDE	1/1/1901	A	X-Benefits Employee Death	BenDeath	This action/reason will be used each time a benefits employee is terminated for death.	TER		Deceased
LOA	BBN	1/1/1901	A	X-Benefits Employee Benefits Billing	BenBill	This action reason will be used when a non-payroll employee has been on a leave without pay status for a full calendar month and should be billed directly.	MSC		Active
TER	AGR	1/1/1901	A	X-Benefits Agency Request	AgencyReq	This action/reason will be used each time a non-payroll person is terminated due to withdrawing from a State Insurance program.	TER		Terminated
DTA	XPF	1/1/1901	A	X-Benefits Part to Full Time	BPart2Full	This action/reason will be used each time a benefits employee is changed from part-time employment to full-time employment.	HIR		Active
DTA	XFP	1/1/1901	A	X-Benefits Full to Part Time	BFull2Part	This action/reason will be used each time a benefits employee is changed from full-time employment to part-time employment.	TER	RED	Terminated
TER	XAT	1/1/1901	A	X-Benefits Term-Admin Decision	BenAdmin	This action reason will be used when an Administrative Decision is made to terminate a Benefits Participants enrollment	TER		Terminated

Zip Code Validation
(Warning Message)

The address entered could not be validated. (26000,2)

Please check the following website to ensure the accuracy of your address: http://zip4.usps.com/zip4/welcome.jsp or contact your Human Resources Office. If the address is accurate, then click "OK", otherwise click "Cancel" to go back and change your address.

Helpful hints for correct address format:
-Check spelling for address and city
-Verify postal code is correct 5 digit number
-Accurate spacing between address words and numbers
-No punctuation added (periods, commas, # signs, dashes)

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Plan Type	Benefit Plan Examples	Legend	Definitions	Elig Rule Legend	Definition		
20 - Basic Life	FB01AU	F	Fort Dearborn	L	Basic Life and Accident		
		B	Basic Life	O	Optional Special Accident		
		01	Salary Bands (01-10)	01	Salary Bands (01-10)		
		A	Coverage Level (**A**=Single **B**=Family **D**=Split)	U	Age Bands (**U**=<65 **X**=65-69 **Z**=70-74 **J**=75>)		
		U	Age Bands (**U**=<65 **X**=65-69 **Z**=70-74 **J**=75>)	9	No Age Component		
22 - Basic Accidental D & D	FA01A9	F	Fort Dearborn				
		A	Basic Accident	Elig. Rule L01U = SALARY BANDS 1-10		Elig. Rule O019 = SALARY BAND 1	
		01	Salary Bands (01-10)	Elig. Rule L02U = SALARY BANDS 11		Elig. Rule O029 = SALARY BAND 2	
		A	Coverage Level (**A**=Single **B**=Family **D**=Split)	Elig. Rule L03U = SALARY BANDS 12		Elig. Rule O039 = SALARY BAND 3	
		U	Age Bands (**U**=<65 **X**=65-69 **Z**=70-74 **J**=75>)	Elig. Rule L04U = SALARY BANDS 13		Elig. Rule O049 = SALARY BAND 4	
				Elig. Rule L05U = SALARY BAND 14		Elig. Rule O059 = SALARY BAND 5	
25 - Dependent Basic Life	FDB9B9	F	Fort Dearborn	Elig. Rule L06U = SALARY BAND 15		Elig. Rule O069 = SALARY BAND 6	
		D	Dependent	Elig. Rule L07U = SALARY BAND 16		Elig. Rule O079 = SALARY BAND 7	
		B	Basic	Elig. Rule L08U = SALARY BAND 17		Elig. Rule O089 = SALARY BAND 8	
		9	Null No Salary Band	Elig. Rule L09U = SALARY BAND 18		Elig. Rule O099 = SALARY BAND 9	
		B	Family	Elig. Rule L10U = SALARY BAND 19		Elig. Rule O109 = SALARY BAND 10	
		9	Null No Age Bands			Elig. Rule O119 = SALARY BAND 11	
						Elig. Rule O129 = SALARY BAND 12	
24 - Dependent Basic Accidental D & D	FD01B9	F	Fort Dearborn			Elig. Rule O139 = SALARY BAND 13	
		D	Dependent				
		01	Salary Bands (01-10)				
		B	Coverage Level (**A**=Spouse Only **B**=Family **D**=Split/Children only)				
		9	Null No Age Bands				
27 - Optional Special Accidental D & D	FO01A9	F	Fort Dearborn				
		O	Optional Accident				
		01	Salary Bands (01-10)				
		A	Coverage Level (**A**=Single **B**=Family)				
		9	Null No Age Bands				
2Y - Dep Optional Accidental D & D	FS01A9	F	Fort Dearborn				
		S	Dependent Optional Special Accident				
		01	Salary Bands (01-10)				
		A	Coverage Level (**A**=Spouse Only **B**=Family **D**=Split/Children only)				
		9	Null No Age Bands				

MEDICAL PLAN TYPES

Plan Typ	Plan	Eff Date	Descr	Short Desc	Deductn Cd	Descr
10	HMO1N	1/1/1901	Cigna HMO Memphis Pre-Taxed	CIGHMON	CHMO1N	Cigna HMO Memphis Pre-Tax deduction.
10	HMO2N	1/1/1901	Cigna HMO Nashville Pre-Taxed	CIGHMONN	CHMO2N	Cigna HMO Nashville pre-tax deduction.
10	HMO3N	1/1/1901	United Hlth HMO Chatt. Pre-Tax	UNTHMOCN	UHMO3N	United HealthCare HMO Chattanooga, Pre-Tax deduction.
10	HMO4N	1/1/1901	United Hlth HMO Knox Pre-Tax	UNTHMOKN	UHMO4N	United HealthCare HMO Knoxville, Pre-Tax deduction.
10	HMO5N	1/1/1901	United Hlth HMO TriCty Pre-Tax	UNTHMOTN	UHMO5N	United HealthCare HMO Tri-Cities, Pre-Tax deduction.
10	POS1N	1/1/1901	Cigna POS East Pre-Tax	CIGPOSEN	CPOS1N	Cigna POS East Pre-Tax deduction.
10	POS2N	1/1/1901	Cigna POS Middle Pre-Taxed	CIGPOSMN	CPOS2N	Cigna POS Middle Pre-Tax deduction.
10	POS3N	1/1/1901	Cigna POS West Pre-Tax	CIGPOSWN	CPOS3N	Cigna POS West Pre-Tax deduction.
10	PPON	1/1/1901	BCBS PPO Pre-Tax	BCBSPPON	BCPPON	Blue Cross Blue Shield PPO Plan. Deductions will be pre-tax.
1Y	EAP	1/1/1901	Employee Assistance Program	EAP	EAP	Employee Assistance Program
1Z	MHSA	1/1/1901	Mental Health Substance Abuse	MHSA	MHSA	Mental Health and Substance Abuse

Coverage Codes

A	Single
B	Family
D	Split

DENTAL PLAN TYPES

Plan Type	Plan	Descr	Short Desc	Deductn Cd	Descr	
11	PDON	Delta Preferred Pre-Tax	DeltaPDON	PDON	Delta Pre-Paid Dental, Pre-Tax deduction.	
11	PPDN	Assurant Pre-Pai	AssuraPPDN	PPDN	Assurant Preferred Dental Organization, Pre-Tax deduction.	

Coverage Codes

A	Single
B	Multi

C	1Dep

Hiring a Retiree
(Employment Data Link)